



# FY 2020 Brownfields Grant Guidelines

An Overview of  
Assessment, Revolving  
Loan Fund, and Cleanup  
Grant Guidelines  
by EPA Region 5

Call-in: (312) 667-5632  
Conf. ID: 147 7790 #

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# Anticipated FY 2020 Award Timeline

## Request for Applications Open Now

- Applications due in [grants.gov](https://www.epa.gov/grants) by 11:59 PM EST on Tuesday December 3, 2019.
- Information May Be Found at:  
<https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>
- EPA anticipates announcing successful applicants around May or June of 2020.



# Types of Available Grants

	Assessment	RLF	Cleanup
Common Eligible Grant Activities	Inventory, characterize, assess, reuse planning, cleanup planning, and conduct community involvement	Capitalize a RLF program; provide loans and subgrants to carry out cleanup activities	Cleanup activities, reuse planning, and community involvement
Applicant Eligibility (see full list in Section III.A.)	Government, Quasi Government, Regional Council, Tribe, Nonprofit Organization (501(c)(3)), Qualified Community Development Entity (45D(c)(1)) + certain other nonprofit orgs (cleanup only)		
Amount of Funding Available	<b>Community-wide</b> <ul style="list-style-type: none"> <li>Up to \$200,000 for hazardous substances, <b>OR</b></li> <li>Up to \$200,000 for petroleum, <b>OR</b></li> <li>Up to \$300,000 for a combination of hazardous substances AND petroleum (not to exceed \$200,000 for either type)</li> </ul> <b>Site-specific</b> <ul style="list-style-type: none"> <li>Up to \$200,000 or up to \$350,000 with a waiver</li> </ul> <b>Assessment Coalition</b> <ul style="list-style-type: none"> <li>Up \$600,000</li> <li>Lead entity + two or more partners</li> </ul>	<b>Community-wide</b> <ul style="list-style-type: none"> <li>Up to \$1,000,000</li> </ul> <b>RLF Coalition</b> <ul style="list-style-type: none"> <li>Up to \$1,000,000</li> <li>Lead entity + one or more partners</li> </ul>	<b>One or More Sites</b> <ul style="list-style-type: none"> <li>Up to \$500,000</li> <li>May be used at one or more sites</li> </ul>
Cost share Requirement	n/a	20% cost share	20% cost share
Period of Performance	3 years	5 years	3 years



# Notable Changes to the Guidelines

<b>Grants.gov Requirements</b>	A full grant application package will be required starting this year. Federal forms which previously had not been needed at the time of application will have to be submitted via grants.gov as part of your application package.
<b>Assessment Grants</b>	Current Assessment Grant recipients must expend <b>at least 70% of</b> the funds before applying for additional Assessment Grant funding. Funds must be expended <b>by November 1, 2019</b> .
<b>RLF Grants</b>	<ul style="list-style-type: none"><li>• \$350,000 per site limit on subgrants</li><li>• Significant changes to ranking criteria since last RLF competition</li><li>• 12-page limit on narratives (Cleanup/Assessment still 10)</li></ul>
<b>New Focus on Opportunity Zones</b>	Applicants should discuss how their project will help spur growth in Opportunity Zones.
<b>Ranking Criteria and Point Distributions</b>	Numerous, minor changes have been made to the ranking criteria for all grant types. Reusing your FY19 application will not fly! Point distributions have also been adjusted.

For a complete list of changes, please review the “**FY20 Summary of the Assessment, RLF, and Cleanup Grant Guideline Changes**” available at <https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>.



# Application Submission Materials

Federal Forms  
(in [www.grants.gov](http://www.grants.gov))

+

Narrative Info Sheet  
and Acknowledgement  
Letter

+

Narrative

+

Required  
Attachments

Your  
Proposal

Your  
[www.grants.gov](http://www.grants.gov)  
Application  
Package



# Requirements to Submit an Application

- Register in and learn how to submit an application via [www.grants.gov](http://www.grants.gov).
  - ❑ Review the [Applicant FAQs](#) on the [www.grants.gov](http://www.grants.gov) website.
  - ❑ Review the Brownfields [Frequently Asked Questions](#) and [Grants.gov Tip Sheet](#).
- Use the correct DUNS number for your organization/department.
- Register in [www.sam.gov](http://www.sam.gov) **now**.
- Even if already registered in [www.sam.gov](http://www.sam.gov), make sure the account is active and will be active by the deadline.
  - ❑ The account must be renewed annually by the E-Business Point of Contact (E-Biz POC).
- Ensure the **correct** Authorized Organization Representative (AOR) submits the application package.
  - ❑ The AOR must be designated by the E-Biz POC.



# Required Federal Forms

- Forms must be completed in order to submit the grant proposal
- All required forms are available in [www.grants.gov](http://www.grants.gov):
  - » Application for Federal Assistance (SF-424) [V2.1]
  - » EPA Form 4700-4 (Pre-Award Compliance) [V2.1]
  - » Project Narrative Attachment Form [V1.2]
  - » EPA KEY CONTACTS FORM [V1.1]
  - » Budget Information for Non-Construction Programs (SF-424A) [V1.0]
  - » Assurances for Non-Construction Programs (SF-424B) [V1.1]
- Resources on how to complete forms
  - ❑ Grants.gov videos
  - ❑ OBLR site



# Grants.gov Notification Emails

After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from [www.grants.gov](http://www.grants.gov).

If the AOR did not receive notification emails or the application package did not transmit successfully, immediately contact the [www.grants.gov](http://www.grants.gov) Help Desk (open 24/7; except federal holidays) at 1-800-518-4726. **Make sure to get a case number.**

Proposals that are not successfully submitted **and 'validated'** by the deadline will be considered late and will be rejected.





# Proposal Content & Format

- **Narrative Information Sheet** (2 pages, single-spaced)

Attach to Narrative Information Sheet:

- State/Tribal Acknowledgement Letter

- **Narrative** (10 pages for Assessment and Cleanup; 12 pages for Revolving Loan Fund, single-spaced)

Excess pages will be removed and not reviewed.

- **Required Attachments**

Limit attachments to required/relevant documents and letters (i.e., Response to Threshold Criteria, documentation of leveraged resources, etc.).

- 1" margins; 12 pt font; Times New Roman/Arial/Calibri font; no maps.



# Threshold Criteria Overview

Failing threshold means you don't move forward!!





# Assessment Grant Threshold Criteria

## Section III.B. of Guidelines

### **Applicant Eligibility**

Units of Local Governments, Certain Non-Profit Organizations

### **Community Involvement**

How will community be involved and informed?

### **Expenditure of Any Previous Assessment Grants**

70% of existing assessment grant funds must be spent (drawn down) by November 1, 2019

### **\*Site-Specific Assessment Grant Applications Require More\***

Site ownership, history, CERCLA liability defenses, etc.



# Cleanup Grant Threshold Criteria

## Section III.B. of Guidelines

### **Applicant Eligibility**

Units of Local Governments, Certain Non-Profit Organizations

### **Community Notification**

Notify public no later than 11/19 draft ABCA(s) available for comment and hold public meeting prior to 12/3

### **Site Ownership**

Fee simple title at time of the application

### **Liability Protection**

Must meet CERCLA defense at time of acquisition

### **Site Investigation to Date**

Phase I and Phase II prior to ABCA

### **Cleanup Authority and Oversight**

### **20% Cost Share**



# RLF Grant Threshold Criteria

## Section III.B. of Guidelines

### **Applicant Eligibility**

Units of Local Governments, Certain Non-Profit Organizations

### **Description of Jurisdiction**

Boundaries of the applicant

### **Legal Authority**

Ability of operate a revolving loan fund

### **20% Cost Share**



# Ranking Criteria

- Proposal must pass Threshold Criteria to be considered for further review.
- 4 Ranking Criteria Sections
  1. Project Area Description & Plans for Revitalization
  2. Community Need & Engagement
  3. Tasks, Costs & Measuring Progress
  4. Programmatic Capability & Past Performance
- Each criterion is made up of sub-criteria
  - Answer each and identify/enumerate each sub-criterion
  - Sub-criteria language and points may differ between grant types

**185 points  
for RLF**

**150 points for  
Assessment**

**170 points  
for Cleanup**



# Tips for Writing the Proposal

- Read the entire Guidelines for grant type for which you're applying.
- Write as though the reader knows **NOTHING** about your community.
- Number proposal pages and enumerate/identify the criterion.
- **Address ALL criteria. If a criterion doesn't apply, state that and explain why.**
- Avoid using acronyms and technical/organizational jargon.
- The **quality** of the response is extremely important.
- Organize attachments, for example:
  - Appendix A: Threshold Criteria
  - Appendix B: Leveraging Commitment(s)
- Double check you are responsive to every item in your Application Submission Checklist (Section IV.C. of the guidelines)



# Ranking Criterion 1: Project Area Description & Plans for Revitalization

Include a detailed description of location and conditions of the target area.

Describe existing revitalization plans, their recommendations, and how brownfield redevelopment in the target area will support those plans.

Identify your eligibility for other funding sources, and resources that are currently committed, that will assist redevelopment in your target area that's not covered by the grant.





## Ranking Criterion 2: Community Need & Engagement

Describe the applicant's financial condition as well as the economic condition of target area residents.

Use public health data as specific as possible to the target area.

Involve community partners that will be needed to complete redevelopment plans and describe their contribution to the project.

Describe how community partners' and residents' input will be solicited and considered.



## Ranking Criterion 3: Tasks, Costs & Measuring Progress

Break down project into specific, detailed activities. Describe who will lead those activities.

Discuss your anticipated schedule and timing for each activity.

Provide detailed estimates of costs – be particularly mindful of how personnel costs are calculated, e.g.:

**Prog. Mgmt/Personnel:** \$24,000 - 480 hrs. Planner/Finance avg rate - \$50/hr (per quarter est: 10-hrs EPA reporting/records management, 10-hrs. Monthly progress meetings, and 20-hrs site-specific and community engagement work).

Include cost share amount in RLF and Cleanup grant budgets.



## Ranking Criterion 4: Programmatic Capability & Past Performance

Address the capability of the organization that will receive the grant, not any other organization that may be employed to assist with grant administration.

Describe your history with grant management, even if the grants are not from EPA or other Federal source – Avoid “Never Received Any Assistance Agreement” category.



# Proposal Writing Resources

- Office of Brownfields & Land Revitalization Website

<https://www.epa.gov/brownfields/multipurpose-assessment-rlf-and-cleanup-marc-grant-application-resources>

- FY20 Assessment, RLF, and Cleanup Guidelines
- FY20 Summary of Brownfields Grant Guideline Changes
- Frequently Asked Questions (FAQs)
- Sample Federal Forms Required for FY20 Applications

- Technical Assistance to Brownfields (TAB)

[Kansas State University \(KSU\)](#) - Serves EPA Regions 5, 6, 7, and 8

**Blase Leven** - 785-532-0780 - [baleven@ksu.edu](mailto:baleven@ksu.edu)

- KSU TAB offers TAB EZ: A Grant Writing Tool



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## **FREE WEBINAR**

### **TAB EZ and ARC Grantwriting Tips**

Join national brownfields experts to learn about the  
FY20 EPA Assessment, RLF and Cleanup (ARC)  
brownfields grant competition

**Wednesday October 30, 2019**

**11:00 AM PST / 12:00 PM MST / 1:00 PM CST / 2:00 PM EST**

For online registration and webinar materials, go to

<https://www.ksutab.org/education/webinars/details?id=389>